

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
December 11, 2024
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Jim Ingalls	Commissioner
Jeff Uberuaga	Commissioner	William Whiteley	Commissioner
Darryl Milton	Commissioner	Jim Gillard	Fire Chief
Shane Anderson	Deputy Chief (DC)	Jeff Russell	Deputy Chief (DC)
Amy Strzalka	Finance Director (FD)	Mark Bartholomew	Staff

Call to order: Meeting was called to order by Commissioner Milton at 4:00 p.m.

Approval of agenda:

Commissioner Ellingson moved to approve the 12/11/2024 agenda. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the 12/11/2024 agenda. Passed.

Public Comment: None in attendance.

Executive Session: At 4:02 p.m. Commissioner Milton requested a 5-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations to end at 4:07 p.m. At 4:07 p.m. Commissioner Milton ended the executive session and reopened the regular meeting. No action was taken.

Action Items:

1. **Consent Agenda:** All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission Member or by citizen request.
 - a. November 27, 2024 Regular Meeting Minutes
 - b. Vouchers

Commissioner Ellingson moved to approve the 12/11/2024 Consent Agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 12/11/2024 Consent Agenda. Passed.

2. **Policy 7070 Respiratory Protection Program:** Chief Gillard presented Policy 7070, which was developed by Battalion Chief Gillanders, and is in compliance with Washington State requirements. The policy is now ready for adoption. Commissioner Ellingson asked whether the policy met the limitations set forth by labor and industry standards. Chief Gillard confirmed that the policy does indeed meet those requirements. As a result, the policy is considered ready for adoption.

Commissioner Ellingson moved to adopt Policy 7070 Respiratory Protection Program. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to adopt Policy 7070 Respiratory Protection Program. Passed.

3. **RAVE Wireless Interlocal Agreement (ILA):** Deputy Anderson discussed the RAVE program, which is used for national disasters, isolating communities, shelter-in-place situations, and similar emergencies. He explained that there would be no cost to the district for implementing the program.

Commissioner Whiteley moved to approve the District to sign the ILA with RAVE Wireless. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the District to sign the ILA with RAVE Wireless. Passed.

- 4. Non-Uniform Collective Bargaining Agreement (CBA):** Chief Gillard stated the non-uniform CBA is ready for adoption. The only change was a slight increase in the wages for the community support specialist positions.

Commissioner Uberuaga moved to authorize Chief Gillard to sign the 2025-2027 Non-Uniformed CBA as presented. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to sign the 2025-2027 Non-Uniformed CBA as presented. Passed.

- 5. CARES Program Administrator Employment Agreement:** Chief Gillard discussed the establishment of a new position titled CARES Program Administrator and presented the employment agreement, which employee Julie Rogers has agreed to.

Commissioner Whiteley moved to authorize the establishment of the CARES Program Administrator and approve the employment agreement for Julie Rogers. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to authorize the establishment of the CARES Program Administrator and approve the employment agreement for Julie Rogers. Passed.

- 6. Cardiac Monitor Purchase:** DC Russell would like to move forward with the purchase of four Lifepak 35 cardiac monitors for a total of \$260,503.20, purchased through Stryker.

Commissioner Ingalls moved to authorize the District to purchase four Lifepak 35 cardiac monitors totaling \$260,503.20. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to authorize the District to purchase four Lifepak 35 cardiac monitors totaling \$260,503.20. Passed.

Discussion Items:

- 1. Station 76:** Chief Gillard provided an update on the Station 76 project, noting that the recent meeting with the project team addressed several changes. There were concerns about finding a cost-effective way forward, particularly regarding the stormwater design and the overall progress of the project. Chief Gillard emphasized the importance of ensuring the project remains cost-effective while continuing to move forward. The District is still evaluating options for proceeding with the project and has reached out to a construction attorney to assess the cost risks of potentially re-bidding on Station 76. Commissioner Uberuaga inquired about the response from the contractor regarding the wet weather fees/surcharges. Chief Gillard stated that he would be meeting with TRICO tomorrow to further discuss the matter.
- 2. Policy 1040 Service Level Ideas:** Chief Gillard discussed the 1040 Annual Service Level Objective and Reporting policy with the Board, explaining that it serves as the guiding document for the Board's decisions regarding the Fire Chief and District operations. Chief Gillard presented updates to the policy, including changes to the 2025 organizational chart. One key update calls for an increase in staffing during the second quarter, raising the normal staffing level from nine to 11. Additionally, the policy outlines the need for additional staffing when Station 76 is opened, specifically for the hiring of company officers.

Commissioner Uberuaga moved to adopt Policy 1040 Service Level Objectives and Reporting. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to adopt Policy 1040 Service Level Objectives and Reporting. Passed.

Informational Items:

- 1. St. Michaels Medical Center (SMMC):** Chief Gillard provided an update to the Board on the current status of SMMC and the ongoing efforts of the EMS task force. He reported that the metrics remain the same, with a continued priority on units transporting patients amidst elongated wait times. Emergency transports are still experiencing delays, with some patients waiting more than 30 minutes who are in critical condition. The Kitsap County Fire Chiefs are addressing this issue through education for both the crews and the Emergency Department

(ED). Two instances of active STEMI cases were noted where the ED did not activate as expected, and there are ongoing conversations to resolve this. New staff will be coming online in January. Chief Gillard has asked for a timeline from leadership regarding infrastructure developments aimed at increasing care capacity. Additionally, the tower is expected to be operational by next year, adding beds and increasing staffing. Efforts are still underway to address staffing needs for the medical program, and a meeting will be scheduled next week to discuss the buprenorphine medicine program. Chief Gillard will need to check on further details regarding this program. Commissioner Milton inquired about the status of Kitsap Mental Health (KMH). Chief Gillard explained that the task force meetings are focused on the inpatient crisis relief center for individuals in mental health crises, as they are currently relying on the ED for care. Ideally, KMH should be the primary resource for mental health care, rather than the ED. Commissioner Uberuaga asked about the buprenorphine program, specifically how it is administered and whether it involves a single dose or a medication that is given to the patient over time. Commissioner Milton commented that one of the challenges is that when a mental health patient is brought to the ED, the ED requires nurses to provide 24-hour care, which is affecting overall staffing availability.

2. **Staffing/Hiring:** AD Sawyers provided a brief update on the current hiring status. The District will be recruiting for lateral firefighter/EMT and paramedics in early January.
3. **Facilities:** Chief Gillard provided an update on the facilities. The boathouse work is almost complete, but there was an issue with the electrical box, which required more work than originally quoted. This included an extension to the boathouse to fully cover the boat. As a result, there is an increase of about \$10,000 compared to the original quote. Chief Gillard authorized the electrical work to be conducted, as it was a safety concern. Facilities Manager Pickard is working with Battalion Chief Zeigler and AD Sawyers on the request for qualification (RFQ) process for design work related to the upstairs restroom remodel. The traffic warning light on Highway 3 has received feedback, and they are working on an estimate. If the District purchases the hardware, they hope to install it themselves. Commissioner Milton asked about the analytics using the new software Darkhorse. Chief Anderson will begin using the software in January and will present how the metrics will be utilized. Commissioner Uberuaga asked about the Port Gamble project and whether the software could accommodate its impact, particularly concerning housing and data. Chief Gillard mentioned that he met with the director managing growth in the area, which will include the addition of 300 homes, and possibly an event center. Deputy Chief Anderson shared the level of sophistication of the Darkhorse software, which can help plot data and account for growth in the system. Chief Gillard also provided an update on the comprehensive plan and how the District plans to address growth moving forward. Commissioner Milton asked Chief Gillard to discuss the long-term plan with North Kitsap Fire & Rescue (NKFR) in light of the area's growth and development.
4. **Apparatus:** Chief Gillard provided an update on several equipment and vehicle matters. The District is still waiting on a radiator for Engine 111 from Cummins. Additionally, the District has received the new F150 command vehicle, but it will be some time before it is ready for service. Fleet Technician, Mark Bartholomew noted the timeline for getting some of the vehicles back into service. Chief Gillard expressed hope that the cause of the issue with Engine 111 will be determined soon. Looking ahead, the District is planning to replace the marine unit in 2026.

Commissioner and Staff Comments:

Commissioner Ellingson: Commended SMMC for the service he received when he was a patient. Also commented on the Kitsap 911 Executive Committee which held a demo on the new radios. Also, congratulated DC Russell on his upcoming retirement. Also, wished everyone a happy holiday and New Year.

Commissioner Ingalls: Also commended SMMC on the care he received on a recent hospital visit. He also thanked Poulsbo Fire Department staff for their service and professionalism.

DC Anderson: Gave appreciation to DC Russell for his service.

AD Sawyers: Commented the annual Commissioner Holiday Brunch is this Saturday and the next regular meeting will be the organizational meeting.

Chief Gillard: Also commented on DC Russell's retirement and is happy for him. Chief Gillard also stated that he would be taking over as chairman of the EMS council. Stated how amazing the crews are and how they treat patients and the people around them.

Commissioner Milton: Commented that it has been a pleasure working with DC Russell over the years and wishes him the best of luck in the future.

DC Russell: Thanked everyone for their years of support.

FD Strzalka: Commented that she was able to submit the Ground Emergency Medical Transportation (GEMT) report.

Public Comment: No public present.

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Next Regular Meeting **Wednesday, January 8, 2025 at 16:00**

Annual Holiday Commissioner Brunch, **Saturday, December 14, 2024 at 11:00 Located at the Clearwater Resort**

Adjourn: The regular meeting was adjourned by common consent at 5:12 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary